TRAINING MASTERS PTY. LTD.
RTO Code: 41479 | CRICOS Provider Code: 03510J | ABN: 72 611 635 128
Level 3, 84–86 Mary Street, Surry Hills NSW 2010, Australia
T: (02) 8278 7722 **E:** admissions@tm.nsw.edu.au **W:** www.tm.nsw.edu.au

Documents Request Form

Please ensure to fill this form correctly and pay all outstanding tuition fees. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	**Student Number:**	
Student Name (Print):		
Phone:	**Email:**	**Date:**
Qualification Code:	**Qualification Name:**	
Course Start Date:	**Course End Date:**	

Please tick which documents you want:

❒ Attendance Certificate ❒ Statement of Attainment ❒ Academic Transcript

- ***(All outstanding fee instalments must be paid before requesting these document)*** *
- ***(Extra fees might be incurred for requesting document)***

❒ Testamur and Statement of Results (SOR) [additional/duplicate copy- $200 fees payable upfront]

❒ Confirmation of Enrolment ❒ Completion letter ❒ Application for Permission to Work

❒ Withdraw or Terminate the enrolled course (DHA will be informed) ❒ Holiday Letter ❒ Verification Letter

❒ Withdraw and Release Request (for transfer to another education provider) [You are required to complete withdrawal form]

(attach copy of offer letter) (College name)

Why do you require documents (e.g. To extend my visa / I have finished my course.)?

_____

_____

Signature ..... Date .....

Office use only

Student Services Department

Received By: _____ Signature: _____ Date Received: _____

Finance Department [This section is only applicable if student is applying for additional copy of Testamur and Statement of Results]

Amount: _____ Account Officer: _____ Date: _____

APPROVED/NOT APPROVED BY:

Name: _____ Signature: _____ Date:_____